

REQUEST FOR WORK TIME ARRANGEMENT

8/10 SCHEDULE NIGHT SHIFT OR ROTATION (DAY-NIGHT)

A – DESCRIPTION

The 8/10 schedule is defined by a reduction in the working days of the full-time employee to eight (8) days per period of fourteen (14) days, without reduction in paid working time, by the reduction in the number of certain holidays and the conversion of the night premium into non-working time, in accordance with Letter of Agreement 16 (APTS), Letter of Agreement 36 (CSN), Letter of Agreement 17 (SCFP) of the national provisions and Appendix AA (SNS Répertoire).

APTS-CSN-SCFP-SNS	
As part of an 8/10 schedule, the employee working on the night shift who wishes to take advantage of a schedule of eight (8) working days per period of fourteen (14) days is entitled to two (2) days of paid leave per period of fourteen (14) days:	
<div><div>i)</div><div>ii)</div><div>iii)</div><div>iv)</div><div>i)</div></div> <div>by converting part of the night premium into non-working time for the equivalent of twenty-five (25) days; and by the reduction of eleven (11) days of public holiday, ten (10) days of annual leave and four (4) days of sick leave; by reduction of twelve (12) days of public holiday, ten (10) days of annual leave and three (3) days of sick leave; (SCFP)</div> <div>in order to reduce the number of full-time working weeks, the employee may, if they wish, convert up to five (5) days of annual leave;</div> <div>an employee who can convert more than twenty-five (25) days by using the entirety of their night shift premium may convert all of the excess days in order to reduce by the same amount the number of days of annual leave provided for in subparagraph ii) or be paid the portion of the night shift premium that is not converted.</div>	
If, at the start of this work time arrangement (WTA), the reduction of these twenty-five (25) days is not possible in your banks of public holidays, annual leave and sick leave, the employer reserves the right to remove the missing days as soon as your next banks become available.	
The employee resumes his/her regular full-time schedule for the part of the year (fifty-two (52) weeks) during which there is no reduction in working days, if applicable.	
The duration of the arrangement is fifty-two (52) weeks , renewable on July 1 of each year.	

Certain working time arrangements may affect eligibility for certain premiums, premiums which require that the number of hours provided for in the schedule not be reduced.

This work schedule arrangement is granted based on seniority.

This arrangement is available to employees holding a full-time position who work the night shift.

Please note that, if you obtain a new position, this work arrangement will automatically end, and you will need to submit a new request, which will be processed according to the current criteria.

The employer or employee may terminate this arrangement before its expiration date, with a thirty (30) days' written notice. Additionally, if the employee benefiting from the work schedule arrangement ceases to recover their scheduled days for a period of at least fifteen (15) days, the employer may terminate the arrangement by providing fifteen (15) days' notice to the employee concerned.

B - SECTION TO BE COMPLETED BY THE EMPLOYEE	
I, _____, employee number _____, hereby request to benefit from this flexible working arrangement.	
I have read and understand the terms of this flexible working arrangement and agree to comply with them for the authorized duration.	
_____	_____
Employee's signature	Date

C- SECTION TO BE COMPLETED BY THE MANAGER	
<input type="checkbox"/> Request accepted**	
The work schedule arrangement of 8/10 on a stable night shift begins on a Sunday (start of a pay period) on _____ and ends on Saturday _____.	
Current schedule _____	New schedule _____
This schedule may be subject to change.	
_____	_____
Manager's signature	Date

<input type="checkbox"/> Request refused	
Reason for refusal : _____	
_____	_____
Manager's signature	Date

** FOR MANAGER ONLY:
It is important to review and complete the appendix to the work time adjustment forms in addition to this form.

c.c. :	Clients Services
	Payroll Service
	Employee's file

STATUTORY HOLIDAYS THAT YOU WISH TO KEEP - BY SITE

In the event of a discrepancy between the holidays on this form and those of Logibec, the latter (Logibec) shall prevail.

Jewish General Hospital - 0010		Statutory holidays to keep National Day F-9 (compulsory)
1	CANADA DAY - July 1 st	<input type="checkbox"/>
2	LABOR DAY – 1 st Monday of September	<input type="checkbox"/>
3	THANKSGIVING - 2 nd Monday in October	<input type="checkbox"/>
4	BOXING DAY - December 26	<input type="checkbox"/>
5	CHRISTMAS DAY - December 25	<input type="checkbox"/>
6	NEW YEAR'S DAY - January 1 st	<input type="checkbox"/>
7	GOOD FRIDAY	<input type="checkbox"/>
8	NATIONAL PATRIOTS' DAY - Monday before May 25	<input type="checkbox"/>
9	ST-JEAN-BAPTISTE DAY - June 24	<input checked="" type="checkbox"/>
10	ROSH HASHANA	<input type="checkbox"/>
11	YOM KIPPUR	<input type="checkbox"/>
12	NEW YEAR'S EVE - December 31	<input type="checkbox"/>
13	PASSOVER	<input type="checkbox"/>

CSSS Cavendish - 0020		Statutory holidays to keep National Day F-9 (compulsory)
1	CANADA DAY - July 1 st	<input type="checkbox"/>
2	LABOR DAY – 1 st Monday of September	<input type="checkbox"/>
3	THANKSGIVING - 2 nd Monday in October	<input type="checkbox"/>
4	BOXING DAY - December 26	<input type="checkbox"/>
5	CHRISTMAS DAY - December 25	<input type="checkbox"/>
6	NEW YEAR'S DAY - January 1 st	<input type="checkbox"/>
7	GOOD FRIDAY	<input type="checkbox"/>
8	NATIONAL PATRIOTS' DAY - Monday before May 25	<input type="checkbox"/>
9	ST-JEAN-BAPTISTE DAY - June 24	<input checked="" type="checkbox"/>
10	FLOAT 1	<input type="checkbox"/>
11	FLOAT 3	<input type="checkbox"/>
12	NEW YEAR'S EVE - December 31	<input type="checkbox"/>
13	FLOAT 2	<input type="checkbox"/>

CSSS de la Montagne - 0030		Statutory holidays to keep National Day F-9 (compulsory)
1	CANADA DAY - July 1 st	<input type="checkbox"/>
2	LABOR DAY – 1 st Monday of September	<input type="checkbox"/>
3	THANKSGIVING - 2 nd Monday in October	<input type="checkbox"/>
4	BOXING DAY - December 26	<input type="checkbox"/>
5	CHRISTMAS DAY - December 25	<input type="checkbox"/>
6	NEW YEAR'S DAY - January 1 st	<input type="checkbox"/>
7	GOOD FRIDAY	<input type="checkbox"/>
8	NATIONAL PATRIOTS' DAY - Monday before May 25	<input type="checkbox"/>
9	ST-JEAN-BAPTISTE DAY - June 24	<input checked="" type="checkbox"/>
10	FLOAT 1	<input type="checkbox"/>
11	Easter Monday	<input type="checkbox"/>
12	NEW YEAR'S EVE - December 31	<input type="checkbox"/>
13	FLOAT 2	<input type="checkbox"/>

Donald Berman Maimonides Geriatric Centre - 0040		Statutory holidays to keep National Day F-9 (compulsory)
1	CANADA DAY - July 1 st	<input type="checkbox"/>
2	LABOR DAY – 1 st Monday of September	<input type="checkbox"/>
3	THANKSGIVING - 2 nd Monday in October	<input type="checkbox"/>
4	BOXING DAY - December 26	<input type="checkbox"/>
5	CHRISTMAS DAY - December 25	<input type="checkbox"/>
6	NEW YEAR'S DAY - January 1 st	<input type="checkbox"/>
7	GOOD FRIDAY	<input type="checkbox"/>
8	NATIONAL PATRIOTS' DAY - Monday before May 25	<input type="checkbox"/>
9	ST-JEAN-BAPTISTE DAY - June 24	<input checked="" type="checkbox"/>
10	ROSH HASHANA	<input type="checkbox"/>
11	YOM KIPPUR	<input type="checkbox"/>
12	FLOAT	<input type="checkbox"/>
13	PASSOVER	<input type="checkbox"/>

Donald Berman Jewish Eldercare Centre- 0050		Statutory holidays to keep National Day F-9 (compulsory)
1	CANADA DAY - July 1 st	<input type="checkbox"/>
2	LABOR DAY – 1 st Monday of September	<input type="checkbox"/>
3	THANKSGIVING - 2 nd Monday in October	<input type="checkbox"/>
4	BOXING DAY - December 26	<input type="checkbox"/>
5	CHRISTMAS DAY - December 25	<input type="checkbox"/>
5	NEW YEAR'S DAY - January 1 st	<input type="checkbox"/>
7	GOOD FRIDAY	<input type="checkbox"/>
8	NATIONAL PATRIOTS' DAY - Monday before May 25	<input type="checkbox"/>
9	ST-JEAN-BAPTISTE DAY - June 24	<input checked="" type="checkbox"/>
10	ROSH HASHANA	<input type="checkbox"/>
11	YOM KIPPUR	<input type="checkbox"/>
12	FLOAT	<input type="checkbox"/>
13	PASSOVER	<input type="checkbox"/>

Mount Sinai Hospital - 0060		Statutory holidays to keep National Day F-9 (compulsory)
1	CANADA DAY - July 1 st	<input type="checkbox"/>
2	LABOR DAY – 1 st Monday of September	<input type="checkbox"/>
3	THANKSGIVING - 2 nd Monday in October	<input type="checkbox"/>
4	BOXING DAY OR YOM KIPPUR - December 26	<input type="checkbox"/>
5	CHRISTMAS DAY or HANUKKAH - December 25	<input type="checkbox"/>
6	NEW YEAR'S DAY OR ROSH HASHANA - January 1 st	<input type="checkbox"/>
7	GOOD FRIDAY or PASSOVER	<input type="checkbox"/>
8	NATIONAL PATRIOTS' DAY - Monday before May 25	<input type="checkbox"/>
9	ST-JEAN-BAPTISTE DAY - June 24	<input checked="" type="checkbox"/>
10	FLOAT 1	<input type="checkbox"/>
11	FLOAT 2	<input type="checkbox"/>
12	NEW YEAR'S EVE OR ROSH HASHANA'S EVE - December 31	<input type="checkbox"/>
13	FLOAT 3	<input type="checkbox"/>

Miriam - 0070		Statutory holidays to keep National Day F-9 (compulsory)
1	CANADA DAY - July 1 st	<input type="checkbox"/>
2	LABOR DAY – 1 st Monday of September	<input type="checkbox"/>
3	THANKSGIVING - 2 nd Monday in October	<input type="checkbox"/>
4	BOXING DAY - December 26	<input type="checkbox"/>
5	CHRISTMAS DAY - December 25	<input type="checkbox"/>
6	NEW YEAR'S DAY - January 1 st	<input type="checkbox"/>
7	GOOD FRIDAY	<input type="checkbox"/>
8	NATIONAL PATRIOTS' DAY - Monday before May 25	<input type="checkbox"/>
9	ST-JEAN-BAPTISTE DAY - June 24	<input checked="" type="checkbox"/>
10	ROSH HASHANA	<input type="checkbox"/>
11	YOM KIPPUR or FLOAT	<input type="checkbox"/>
12	FLOAT	<input type="checkbox"/>
13	PASSOVER	<input type="checkbox"/>

Constance-Lethbridge - 0080		Statutory holidays to keep National Day F-9 (compulsory)
1	CANADA DAY - July 1 st	<input type="checkbox"/>
2	LABOR DAY – 1 st Monday of September	<input type="checkbox"/>
3	THANKSGIVING - 2 nd Monday in October	<input type="checkbox"/>
4	BOXING DAY - December 26	<input type="checkbox"/>
5	CHRISTMAS DAY - December 25	<input type="checkbox"/>
6	NEW YEAR'S DAY - January 1 st	<input type="checkbox"/>
7	GOOD FRIDAY	<input type="checkbox"/>
8	NATIONAL PATRIOTS' DAY - Monday before May 25	<input type="checkbox"/>
9	ST-JEAN-BAPTISTE DAY - June 24	<input checked="" type="checkbox"/>
10	FLOAT 1	<input type="checkbox"/>
11	FLOAT 2	<input type="checkbox"/>
12	NEW YEAR'S EVE – December 31	<input type="checkbox"/>
13	FLOAT 3	<input type="checkbox"/>

Miriam – Laval 0070		Statutory holidays to keep National Day F-9 (compulsory)
1	CANADA DAY - July 1 st	<input type="checkbox"/>
2	LABOR DAY – 1 st Monday of September	<input type="checkbox"/>
3	THANKSGIVING - 2 nd Monday in October	<input type="checkbox"/>
4	BOXING DAY - December 26	<input type="checkbox"/>
5	CHRISTMAS DAY - December 25	<input type="checkbox"/>
6	NEW YEAR'S DAY - January 1 st	<input type="checkbox"/>
7	GOOD FRIDAY	<input type="checkbox"/>
8	NATIONAL PATRIOTS' DAY - Monday before May 25	<input type="checkbox"/>
9	ST-JEAN-BAPTISTE DAY - June 24	<input checked="" type="checkbox"/>
10	ROSH HASHANA	<input type="checkbox"/>
11	YOM KIPPUR or FLOAT	<input type="checkbox"/>
12	FLOAT	<input type="checkbox"/>
13	PASSOVER	<input type="checkbox"/>

MAB-Mackay - 0090		Statutory holidays to keep National Day F-9 (compulsory)
1	CANADA DAY - July 1 st	<input type="checkbox"/>
2	LABOR DAY – 1 st Monday of September	<input type="checkbox"/>
3	THANKSGIVING - 2 nd Monday in October	<input type="checkbox"/>
4	BOXING DAY - December 26	<input type="checkbox"/>
5	CHRISTMAS DAY - December 25	<input type="checkbox"/>
6	NEW YEAR'S DAY - January 1 st	<input type="checkbox"/>
7	GOOD FRIDAY	<input type="checkbox"/>
8	NATIONAL PATRIOTS' DAY - Monday before May 25	<input type="checkbox"/>
9	ST-JEAN-BAPTISTE DAY - June 24	<input checked="" type="checkbox"/>
10	FIXED HOLIDAY 1	<input type="checkbox"/>
11	FIXED HOLIDAY 2	<input type="checkbox"/>
12	NEW YEAR'S EVE – December 31	<input type="checkbox"/>
13	FLOAT	<input type="checkbox"/>

I checked my application and the number of statutory holidays to keep selected on the form matches the number of statutory holidays checked off in this list.

Employee's signature.

Date

APPENDIX TO THE WORK TIME ARRANGEMENT FORMS
FOR USE BY MANAGERS
AND HUMAN RESOURCES PARTNERS ONLY

The start of a work time arrangement (WTA) must correspond to the start of a new pay period. Make sure you return this form to Clients Services and the Work Force Planning Service fourteen (14) days before the start of the pay period so that the WTA you have chosen to grant is properly processed and can be processed on time.

Granting and withdrawing a work time arrangement is an exercise of your management rights. You must exercise this right in a reasonable, non-abusive and non-discriminatory manner. When analyzing the possibility of granting a working time arrangement, you should consider the following criteria in particular:

- Ensure the stability of work teams;
- Do not create overtime for employees receiving WTA;
- Continuity of care is ensured;
- The level of service is maintained;
- There is no additional cost;
- If necessary, replacement is provided.

If you cannot grant a WTA to all your employees who wish to do so, the granting of WTAs between those interested must be done taking seniority into account.

When a WTA is granted, make sure to respect the conditions, including its duration, the number of hours per shift and the number of workdays per week. Make sure to inform Clients Services and the Work Force Planning Service of any changes to the WTA granted, including the end of the WTA before its term.

National and local collective agreements provisions, which are not otherwise modified by the terms of the WTA, continue to apply.

If you are working with time codes that your Work Force Planning business partner adds to the positions, please complete the table below to indicate the days worked (and their duration if applicable) in the schedule. Please note that your management rights in relation to the preparation of schedules are not affected and that the days indicated in this table may subsequently be subject to modifications according to your needs. Your Work Force Planning business partner will update the schedule in the Jobs Register, so that it reflects the work time arrangement, according to the submitted request.

	Semaine 1/Week 1							Semaine 2/Week 2						
	Dim Sun	Lun Mon	Mar Tue	Mer Wed	Jeu Thu	Ven Fri	Sam Sat	Dim Sun	Lun Mon	Mar Tue	Mer Wed	Jeu Thu	Ven Fri	Sam Sat
Time table														

Example time slot: 8:30 a.m. to 4:30 p.m. (1 hour unpaid)

If you do not operate with time codes, but manage your schedules yourself, please ensure that you forward the details of your work time arrangements to the person responsible for producing your schedules.

FOR USE BY CLIENTS SERVICES

We need to know which employee is receiving a work-related holiday and the nature of this holiday. You must enter the code identifying the work time arrangement in the employee's file, in the additional information section.

*If the WTA ends early, you must contact the payroll department to correct the sick leave bank, annual leave and convert premiums if applicable.

* You must make the reduction of public holidays for these WTAs in the Logibec public holiday bank of employees, as provided for in the collective agreement or the SNS Repertoire, if applicable.

In the additional information note section, you must enter the effective date of the WTA.